

Manual of Policies and Procedures
COMMUNITY CARE LICENSING DIVISION

**SOCIAL REHABILITATION
FACILITIES**

Title 22
Division 6
Chapter 2



STATE OF CALIFORNIA
Gray Davis, Governor
HEALTH AND HUMAN SERVICES AGENCY
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DEPARTMENT OF SOCIAL SERVICES
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SOCIAL REHABILITATION FACILITIES

This Users' Manual is issued as an operational tool.

This Manual contains:

- (a) Regulations adopted by the Department of Social Services (DSS) for the governance of its agents, licensees, and/or beneficiaries
- (b) Regulations adopted by other State Departments affecting DSS programs
- (c) Statutes from appropriate Codes which govern DSS programs
- (d) Court decisions and
- (e) Operational standards by which DSS staff will evaluate performance within DSS programs

Regulations of DSS are printed in gothic type as in this sentence.

Handbook material, which includes reprinted statutory material, other department's regulations and examples, is separated from the regulations by double lines and the phrases **"HANDBOOK BEGINS HERE"**, **"HANDBOOK CONTINUES"**, and **"HANDBOOK ENDS HERE"** in bold print.

In addition, please note that as a result of the changes to a new computer system revised language in this manual letter and subsequent community care licensing manual letters will now be identified by a vertical line in the left margin.

Questions relative to this Users' Manual should be directed to your usual program policy office.

CHAPTER 2. SOCIAL REHABILITATION FACILITIES**Article 1. GENERAL REQUIREMENTS AND DEFINITIONS****81000 GENERAL****81000**

- (a) Social Rehabilitation Facilities, as defined in Section 80001s.(3), shall be governed by the provisions specified in this chapter and in Chapter 1, General Licensing Requirements.
- (b) In addition to (a) above, Social Rehabilitation Facilities shall be governed by those provisions specified in Title 9, Subchapter 3, Article 3.5, Sections 531 through 535 of the California Code of Regulations.
- (c) California Code of Regulations Title 22, Division 6, Chapter 2 shall not be in effect until California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Sections 531 through 535 are in effect.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501, and 1502(a)(7), Health and Safety Code.

81001 DEFINITIONS**81001**

In addition to Section 80001, the following shall apply:

- | a. (Reserved)
- | b. (Reserved)
- | c. (1) "Certified" means a Social Rehabilitation program that has been certified by the Department of Mental Health as meeting the standards established for that program.
- | d. (1) "Direct-Care Staff" means those persons who deliver direct care and supervision to the clients.
- | e. (1) "Evict" or "eviction" means an involuntary relocation or removal of a client from the facility by the licensee.
- | f. (Reserved)

81001 DEFINITIONS (Continued)**81001**

| g. (Reserved)

| h. (Reserved)

| i. (Reserved)

| j. (Reserved)

| k. (Reserved)

| l. (1) "Long-Term Residential Treatment Program" means a program as defined in Welfare and Institutions Code, Section 5458(b).

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(A) Welfare and Institutions Code Section 5458(b) provides:

"A long-term residential treatment program, with a full day treatment component as a part of the program, for persons who may require intensive support for as long as two or three years. This program shall be designed to provide a rehabilitation program for the so-called "chronic" patient who needs long-term support in order to develop independent living skills.

The clients in this program are to be those who would otherwise be living marginally in the community with little or no service support and who would return many times to the hospital for treatment. It also is to serve those who are referred to, and maintained in state hospitals or nursing homes because they require long-term, intensive support. This program is to go beyond maintenance to provide an active rehabilitation focus for these individuals.

The services in this program shall include, but not limited to, intensive diagnostic work, including learning disability assessment, full day treatment program with an active prevocational and vocational component, special education services, outreach to develop linkages with the general social service system, and counseling to aid clients in developing the skills to move toward a less structured setting."

HANDBOOK ENDS HERE

81001 DEFINITIONS (Continued)**81001**

- | m. (1) "Mental Illness" means the mental condition of any adult who has been evaluated and referred for treatment for a mental disorder, as defined in Section 80001m.(1).
- | n. (1) "Needs and Services Plan" means a time-limited, goal oriented, written plan which identifies the specific needs of an individual client, including the items specified in Section 81068.2, and delineates those services necessary to meet the client's needs.
- | o. (1) "On-Call Staff" means a staff person who is not on duty on the facility premises, but who can be contacted by the facility if an additional staff person is needed, and can be at the facility and on duty within 30 minutes.
- | p. (1) "Program Director" means the person who has been designated the authority and responsibility by the licensee to oversee and carry out the overall treatment program and management of the facility.
- | (2) "Program Type" means the type of program as defined in Sections 81001l.(1), s.(1) and t.(1) that may be provided by a social rehabilitation facility.
- | q. (Reserved)
- | r. (Reserved)
- | s. (1) "Short-Term Crisis Residential Program" means a program type as defined in Welfare and Institutions Code, Section 5458(a).

HANDBOOK BEGINS HERE

- (A) Welfare and Institutions Code Section 5458(a) provides:

"A program for a short-term crisis residential alternative to hospitalization for individuals experiencing an acute episode or crisis requiring temporary removal from their home environment. The program shall be available for admissions 24 hours a day, seven days a week. The primary focus of this program shall be on reduction of the crisis, on stabilization, and on a diagnostic assessment of the person's existing support system, including recommendations for referrals upon discharge.

HANDBOOK CONTINUES

81001 DEFINITIONS (Continued)

81001

HANDBOOK CONTINUES

The services in the program shall include, but not be limited to, provision for direct family work, connections to prevocational and vocational programs, and development of a support system, including income and treatment referrals. This program shall be designed for persons who would otherwise be referred to an inpatient unit, either locally or in the state hospital. This program shall place emphasis on stabilization and appropriate referral for further treatment or support services, or both."

HANDBOOK ENDS HERE

(2) "Social Rehabilitation Facility" means any facility which provides 24-hour a day nonmedical care and supervision in a group setting to adults recovering from mental illness who temporarily need assistance, guidance, or counseling.

t. (1) "Transitional Residential Program" means a program type as defined in the Welfare and Institutions Code, Section 5458(c).

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(A) Welfare and Institutions Code Section 5458(c) provides:

"A transitional residential program designed for persons who are able to take part in programs in the general community, but who, without the support of counseling, as well as the therapeutic community, would be at risk of returning to the hospital. This program may employ a variety of staffing patterns and is for persons who may be expected to move toward a more independent living setting within approximately three months to one year. The clients shall be expected to play a major role in the functioning of the household, and shall be encouraged to accept increasing levels of responsibility, both in the residential community, and in the community as a whole. Residents are required to be involved in daytime activities outside of the house which are relevant to their personal goals and conducive to their achieving more self-sufficiency.

HANDBOOK CONTINUES

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The services in this program include, but are not limited to, counseling and ongoing assessment, development of support systems in the community, a day program which encourages interaction between clients and the community-at-large, and an activity program that encourages socialization and utilization of general community resources."

HANDBOOK ENDS HERE

- | (2) "Treatment Program" means the services that are to be provided to the clients and are specific to the program type(s) certified by the Department of Mental Health.
 - | (3) "Treatment/Rehabilitation Plan" means a plan as defined in California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Section 532.2(c).
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HANDBOOK BEGINS HERE

Refer to Section 81068.2(a)(3) for the definition of Treatment/Rehabilitation Plan.

HANDBOOK ENDS HERE

- | u. (Reserved)
- | v. (Reserved)
- | w. (Reserved)
- | x. (Reserved)
- | y. (Reserved)
- | z. (Reserved)

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

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Article 2. LICENSING**81009 POSTING OF LICENSE****81009**

- (a) The license shall be posted in a prominent, publicly accessible location in the facility.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81010 LIMITATIONS ON CAPACITY AND AMBULATORY STATUS**81010**

- (a) In addition to Section 80010, the following shall apply:
- (b) The total capacity of all program types certified for one facility shall not exceed the total licensed capacity of the facility.
- (c) The total licensed capacity of a Social Rehabilitation Facility shall not exceed 15, except as provided in (d) below.
- (d) A facility licensed as an Adult Residential Facility prior to the effective date of these regulations shall be allowed to apply for a Social Rehabilitation Facility license, at the same location, with a capacity equal to or less than that for which the facility is currently licensed.
- (1) The licensing agency shall not deny an application solely because the requested capacity exceeds 15.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

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Article 3. APPLICATIONS PROCEDURES**81018 APPLICATION FOR LICENSE****81018**

- (a) In addition to Section 80018, the following shall apply:
- (b) Each applicant shall submit to the Department an itemized financial plan of operation. The financial plan of operation shall consist of a financial statement listing the applicant's assets and liabilities and an anticipated budget, including operating income and costs.
 - (1) Liquid assets shall be available for start up funds sufficient to cover the first three months operating costs of the facility.
 - (A) The value of an existing contract with a County Mental Health Agency shall be included as a liquid asset.
- (c) The licensing agency shall have the authority to require written verification of the availability of the funds required in subsection (b)(1) above.
- (d) Prior to licensure each applicant shall submit to the licensing agency evidence of current program certification, which shall be signed by an authorized representative of the Department of Mental Health.
 - (1) The certification document shall contain the following:
 - (A) Facility name and address;
 - (B) Program type(s);
 - (C) Capacity for each program type;
 - (D) Staff positions and qualifications;
 - (E) Staffing pattern and ratio; and
 - (F) Certification effective/expiration date.
 - (2) The facility shall notify the Department of Mental Health of any changes pertaining to Section 81018(d)(1).
 - (A) The licensee shall keep written evidence on file at the facility that the Department of Mental Health has received the notification.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81022 PLAN OF OPERATION**81022**

- (a) In addition to Section 80022, the plan of operation shall include:
- (1) A statement that specifies the maximum length of treatment for the clients, which shall not exceed 18 months.
 - (2) Written evidence of arrangements for any consultants and community resources which are to be utilized in the facility's plan of operation or to meet regulatory requirements.
 - (3) Provisions for ensuring that food service requirements (Sections 80076 and 81076) and building and grounds requirements (Sections 80087 and 81087) shall continue to be met when the clients are unable or unwilling to perform these functions as a part of their treatment plans.
 - (4) A written plan for the supervision and training of staff as required by Section 81065(f).
 - (5) A written staff continuing education plan which meets the requirements of Section 81065(g).
 - (6) A written plan for managing client psychiatric crises, including procedures for facility staff intervention and for securing assistance from local psychiatric emergency response agencies.
 - (7) A current, valid program certification by the Department of Mental health.
 - (A) The certification document shall contain the information required in Section 81018.
- (b) In addition to Subsection (a) above, any facility with a certified Long-Term Residential Treatment Program shall submit the following information to the licensing agency:
- | (1) The treatment program which shall include those services specified in Section 81001.(1).
- (c) In addition to Subsection (a) above, any facility with a certified Short-Term Crisis Residential Program shall submit the following information to the licensing agency:

81022	PLAN OF OPERATION (Continued)	81022
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- (1) The treatment program which shall include those services specified in Section 81001s.(1).
- (d) In addition to Subsection (a) above, any facility with a certified Transitional Residential Program shall submit the following information to the licensing agency:
 - (1) The treatment program which shall include those services specified in Section 81001t.(1).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81024	WAIVERS AND EXCEPTIONS	81024
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- (a) In addition to Section 80024, the following shall apply:
- (b) The Department shall notify the Department of Mental Health of all waiver and exception requests.
 - (1) A copy of the approval or denial shall be sent to the Department of Mental Health.
- | (c) Repealed by Manual Letter No. CCL-91-42, effective 9/9/91.
- | (d) Repealed by Manual Letter No. CCL-91-42, effective 9/9/91.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code; and Section 15376, Government Code.

81027	INITIAL APPLICATION REVIEW	81027
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| Repealed by Manual Letter No. CCL-91-42, effective 9/9/91.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Section 1520.3, Health and Safety Code, and Section 15376, Government Code.

81031	ISSUANCE OF LICENSE	81031
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| Repealed by Manual Letter No. CCL-91-42, effective 9/9/91.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Section 15376, Government Code.

Article 4. ADMINISTRATIVE ACTIONS**81042 REVOCATION OR SUSPENSION OF LICENSE****81042**

- (a) In addition to Section 80042, the following shall apply:
- (b) The Department shall initiate revocation action against the license of a Social Rehabilitation Facility when it is found that the program certification has been withdrawn by the Department of Mental Health.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

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Article 5. ENFORCEMENT PROVISIONS (Reserved)**81051 SERIOUS DEFICIENCIES (Reserved)****81051**

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- (a) In addition to Section 80051, the following are examples of regulations which, if not complied with, nearly always result in a serious deficiency.
- (1) Sections 81068.4(a)(1) and (2) and Section 81075(c) relating to persons with communicable diseases and persons requiring inpatient health care.

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NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Section 1501 and 1502(a)(7), Health and Safety Code.

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Article 6. CONTINUING REQUIREMENTS**81060 BASIC SERVICES****81060**

- (a) For SSI/SSP recipients who are residents, the basic services shall be provided and/or made available at the basic rate with no additional charge to the resident.
- (1) This shall not preclude the acceptance by the facility of voluntary contributions from relatives or others on behalf of an SSI/SSP recipient.

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- (A) The Social Security Administration has interpreted Federal Regulations (20 CFR 416.1102, 416.1103, and 416.1145) to mean that any contribution given directly to the facility on behalf of an SSI/SSP recipient will not count as income (i.e., will not reduce the recipient's SSI/SSP check) if the payment is used for items other than food, clothing or shelter (e.g., care and supervision).

HANDBOOK ENDS HERE

- (2) An extra charge to the resident shall be allowed for a private room if a double room is made available but the resident prefers a private room, provided the arrangement is documented in the admissions agreement and the charge is limited to 10% of the Board and Room portion of the SSI/SSP grant.
- (3) An extra charge to the resident shall be allowed for provision of special food services or products beyond that specified in Section 80076(a)(2) and (a)(4) when the resident wishes to purchase the services and agrees to the extra charge in the admissions agreement.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1502(a)(7) and Section 12350, Welfare and Institutions Code.

81061	REPORTING REQUIREMENTS	81061
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- (a) In addition to Section 80061, the following shall apply:
- (b) The licensee shall notify the licensing agency, in writing, within 10 working days of a change of administrator or program director. Such notification shall include the following:
 - (1) Name, residence and mailing address of the new administrator/program director.
 - (2) Date he/she assumed his/her position.
 - (3) Description of his/her background and qualifications, including documentation of required education and related experience.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81064	ADMINISTRATOR QUALIFICATIONS AND DUTIES	81064
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- (a) In addition to Section 80064, the following shall apply:
- (b) All Social Rehabilitation Facilities shall have an administrator.
- (c) The administrator shall have the following qualifications prior to employment:
 - (1) One year of full-time work experience in a management or administrative position and,
 - (2) Completion, with a passing grade, of 15 college or continuing education semester or equivalent quarter units, of which 9 units which shall be in administration and/or management.
 - (A) Three years of full-time work experience in a management or administrative position may be substituted to meet the requirement of (2) above.

81064	ADMINISTRATOR QUALIFICATIONS AND DUTIES (Continued)	81064
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- (d) The administrator of the facility shall be responsible for the following:
- (1) Communication with the licensee concerning the administrative operations of the facility.
 - (2) Development of an administrative plan and procedures to define lines of responsibility, workloads, and staff supervision.
 - (3) Recruitment, employment, and training of qualified staff, and termination of staff.
- (e) Any person designated as an administrator shall be required to complete at least 20-clock-hours of continuing education per year in areas relating to mental health and the care of the mentally ill, and/or administration.
- (f) Persons employed as the administrator in an Adult Residential Facility serving clients who meet the definition of "mental illness" as contained in Section 81001m.(1) as of the effective date of this section, shall not be required to meet the education/experience requirements specified in (c) above.
- (g) If the administrator is also the program director, he/she shall also meet the requirements of the program director set forth in California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Sections 532.6(f), (g), and (i).

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- (1) Refer to Section 81064.1(d)(1) for qualifications of a director.

HANDBOOK ENDS HERE

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81064.1 PROGRAM DIRECTOR QUALIFICATIONS AND DUTIES**81064.1**

- (a) All Social Rehabilitation Facilities shall have a program director.
- (b) The program director shall be on the premises the number of hours necessary to manage and administer the treatment program of the facility in compliance with California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Sections 531 through 535 and Title 22, Division 6, Chapter 2, Sections 810011.(1), s.(1) and t.(1).
- (c) When the program director is temporarily absent from the facility, there shall be coverage by a substitute program director designated in writing by the licensee.
 - (1) If the absence is for more than 14 consecutive calendar days, excluding emergency leave, sick leave or vacation of the program director, the designated substitute shall meet the qualifications of a program director set forth by the Department of Mental Health.
- (d) The program director shall meet the minimum qualifications set forth in California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Sections 532.6(f), (g), and (i).

HANDBOOK BEGINS HERE

- (1) Title 9, California Code of Regulations, Sections 532.6(f), (g), and (i) provide in part:

The program director of a certified Short-Term Crisis Residential Treatment Program shall have a bachelor's degree in psychology, social work or any other major which includes at least 24 semester college units in one or more of the following subject areas: psychology, social work, sociology, behavioral sciences, psychiatric nursing, and two years of full-time work experience in a community program that serves clients who have a mental illness. Such experience must be in direct provision of services to clients, of which one year must be supervising direct care staff. Four years of experience, one of which must be supervising direct care staff, and graduation from high school or possession of a GED may be substituted for the education/ experience requirements.

HANDBOOK CONTINUES

81064.1 PROGRAM DIRECTOR QUALIFICATIONS AND DUTIES (Continued)**81064.1**

HANDBOOK CONTINUES

The program director of a certified Transitional or Long-Term Residential Treatment Program shall have a bachelor's degree in psychology, social work or any other major which includes at least 24 semester college units in one or more of the following subject areas: psychology, social work, sociology, behavioral sciences, psychiatric nursing, and one year full-time work experience in a community program that serves clients who have a mental illness. Such experience must be in direct provision of services to clients, of which four months must be supervising direct care staff. Three years of experience of which six months must be supervising direct care staff and graduation from high school or possession of a GED may be substituted for the education/experience requirements.

Program directors of social rehabilitation programs as of the date that this section is adopted shall be considered as meeting all the requirements of this section until two (2) years after the effective date of this section, at which time the requirements of this section must be met in full.

HANDBOOK ENDS HERE

(e) The program director shall ensure the following:

- (1) Communication with the licensee concerning the operation of the facility.
- (2) Provision of the services identified in each client's individual needs and services plan or required by California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Sections 531 through 535 or Title 22, Division 6, Chapters 1 and 2.
- (3) Arrangements for clients to attend available community programs, when clients have needs, identified in the needs and services plan, which cannot be met by the facility but can be met by community programs.
 - (A) Such arrangements shall include, but not be limited to, arranging for transportation.
 - (1) This requirement does not exempt the licensee from providing transportation when public transportation is not practical or when the client is unable to use public transit.

81064.1 PROGRAM DIRECTOR QUALIFICATIONS AND DUTIES (Continued)**81064.1**

- (4) Arrangements for special provision of services to clients with disabilities including visual and auditory deficiencies.

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- (A) Such provisions may include additional staff, safety and emergency information printed in braille, and lights to alert the deaf to emergencies.

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- (5) Development of an employee work schedule as required in Section 81066(b).
- (6) Provision of staff support to clients in the planning, preparing, and serving of meals.
- (A) If clients are unable to plan, prepare, and serve meals, the program director shall initiate and carry out the program plan pursuant to Section 81022(a)(3) to ensure the requirements of Sections 80076 and 81076 are met.
- (7) Provision of staff support to clients in performing facility maintenance and/or cleaning activities as designated in the client's treatment/rehabilitation plan.
- (A) If clients are unable to perform facility maintenance and/or cleaning activities, the program director shall initiate and carry out the plan developed pursuant to Section 81022(a)(3) to ensure the requirements of Section 80087(a) are met.
- (f) Any person designated as a program director shall be required to complete at least 20-clock-hours of continuing education per year in areas relating to mental health and the care of the mentally ill, and/or administration.
- (g) If the program director is also the administrator, he/she shall also meet the requirements of the administrator set forth in Section 81064(c).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81065 PERSONNEL REQUIREMENTS**81065**

- (a) In addition to Section 80065, the following shall apply:
- (b) All direct care staff shall meet the minimum qualifications as set forth in California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Sections 532.6(h) and (i).

HANDBOOK BEGINS HERE

- (1) Title 9, California Code of Regulations, Sections 532.6(h) and (i) provide:
 - (h) "All direct care staff shall have graduated from high school or possess a GED and have a minimum of one (1) year of full-time experience, or its part-time equivalent, working in a program serving persons with mental disabilities. Such experience shall be in direct services to clients. If the employee does not have the required experience, the program shall document a specific plan of supervision and in-service training for the employee which will guarantee the ongoing qualification of the employee to perform the job. The plan should include but not be limited to the frequency and number of hours of training, the subjects to be covered, and a description of the supervision to be provided."
 - (i) "Program directors and all direct care staff of social rehabilitation programs as of the date that this section is adopted shall be considered as meeting all the requirements of this section until two (2) years after the effective date of this section, at which time the requirements of this section must be met in full."

HANDBOOK ENDS HERE

- (c) The licensee shall hire support staff as necessary to perform office work, and maintenance of buildings, equipment, and grounds.
- (d) The licensee shall ensure that a direct service to a client shall be provided by a person with the appropriate license or certificate when required by law.
- (e) The licensee shall develop, maintain, and implement a written plan for the orientation, continuing education, on-the-job training, supervision, and evaluation of all direct care staff.
- (f) All direct care staff shall receive a minimum of 20-clock-hours of continuing education per year, which shall provide the staff with the knowledge and skills as appropriate to their job assignment.

81065 PERSONNEL REQUIREMENTS (Continued)**81065**

- (1) The continuing education may include such topics as the following:
 - (A) Basic knowledge of mental disorders;
 - (B) Counseling skills, including individual, group, vocational and job counseling skills;
 - (C) Crisis management;
 - (D) Development and updating of needs and services plan;
 - (E) Discharge planning;
 - (F) Medications, including possible side effects and signs of overmedicating;
 - (G) Knowledge of community services and resources; and
 - (H) Principles of good nutrition, proper food preparation and storage, and menu planning.
- (2) The licensee shall document the number of hours of continuing education completed each year by direct care staff.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501, 1502(a)(7), 1507 and 1562 Health and Safety Code.

81065.5 DAY STAFF-CLIENT RATIO**81065.5**

- (a) A licensee shall ensure that sufficient direct care staff are at the facility whenever clients are present.
 - (1) There shall be at least one direct care staff person on duty, on the premises, any time clients are in the facility.
 - (A) Any time there is only one direct care staff person on duty on the premises, another direct care staff person shall be on call and capable of responding within 30 minutes.
 - (2) Short Term Crisis Residential Programs shall have at least two direct care staff persons on duty, on the premises, any time clients are in the facility.

81065.5 DAY STAFF-CLIENT RATIO**81065.5**

(Continued)

(3) All facilities shall employ staff and have staffing patterns and ratios as indicated on the facility certification document.

(A) The facility shall notify the Department of Mental Health when staff qualifications, positions or staffing patterns change.

(b) Whenever a client who relies upon others to perform all activities of daily living is present, the following minimum staffing requirements shall be met:

(1) For Regional Center clients, staffing shall be maintained as specified by the Regional Center, but no less than one direct care staff to three such clients.

(2) For all other clients, there shall be a staff-client ratio of no less than one direct care staff to three such clients.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code, and Sections 1501, 1502(a)(7), 1507 and 1562, Health and Safety Code.

81065.6 NIGHT SUPERVISION**81065.6**

(a) In addition to Section 81065.5(a), the following shall apply.

(b) In facilities providing care to seven or more clients who rely upon others to perform all activities of daily living, there shall be at least one person on duty, on the premises and awake.

(1) For every additional 14 such clients, there shall be one additional person on duty, on the premises and awake.

(c) In facilities providing care to Regional Center clients who rely upon others to perform all activities of daily living, night supervision shall be maintained as required by the Regional Center, but no less than specified in (b) and (b)(1) above.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code, and Sections 1501, 1502(a)(7), 1507 and 1562, Health and Safety Code.

81066 PERSONNEL RECORDS**81066**

- (a) In addition to Section 80066, the following shall apply:
- (b) An employee work schedule shall be developed at least monthly, shall be displayed conveniently for employee reference, and shall contain the following information for each employee:
 - (1) Name;
 - (2) Job title;
 - (3) Dates, days and hours of work; and
 - (4) Days off.
- (c) Staff training as required by Section 81065(g) shall be documented. Documentation shall include the subject of the training, who conducted the training, and the date(s) of the training.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81068 ADMISSION AGREEMENTS**81068**

- (a) In addition to Section 80068, the following shall apply:
- (b) The admission agreement shall specify the following:
 - (1) Facility policies which are intended to ensure that no client, in the exercise of his/her personal rights, infringes upon the personal rights of any other client.
 - (2) Those actions, circumstances, or conditions which may result in the client's eviction from the facility as specified in Section 81068.5.
 - (3) An indication whether the client is either receiving or eligible for Short/Doyle payments pursuant to Welfare and Institutions Code Sections 5700 through 5750.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453, 5458, and 5713.1, Welfare and Institutions Code; Sections 1501 and 1507(a)(7), Health and Safety Code.

81068.1 ADMISSION PROCEDURE**81068.1**

- (a) The licensee shall develop, maintain, and implement admission procedures which shall meet the requirements specified in this section.
- (b) No client shall be admitted prior to a determination of the facility's ability to meet the needs of the client, which shall include an appraisal of his/her individual service needs as specified in Section 81068.2.
- (c) Prior to accepting a client for treatment, the program director or an experienced staff person who has received training in developing a needs and services plan shall:
 - (1) Interview the prospective client, and his/her authorized representative, if any.
 - (A) The interview shall provide the prospective client with information about the facility, including the information contained in the Admission Agreement and any additional policies and procedures, house rules, and activities.
 - (2) Obtain and review documents as specified in Sections 81068.2(a)(1) and (2).
 - (A) This information may not be readily available for clients accepted in a short-term residential crisis program. If this information is not available at the time of admission, this fact must be documented in the client's file. This information must be obtained within three days of admission to the program.
- (d) The facility shall obtain the medical assessment, performed as specified in Section 80069.

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- (1) See Section 81069 for requirement exceptions.

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- (e) If terms of admission are mutually agreeable, the facility shall obtain the signature of the client, or his/her authorized representative, if any, on the Admission Agreement.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81068.2 NEEDS AND SERVICES PLAN**81068.2**

- (a) Prior to admission, the licensee shall determine whether the facility's program can meet the prospective client's service needs.
- (b) If the client is to be admitted, then prior to admission, the licensee shall complete a written Needs and Services Plan, that must include:
 - (1) A written assessment as required in California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Section 532.2(b).

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- (A) Title 9, California Code of Regulations, Section 532.2(b) provides:

"There shall be a written assessment of each client on admission which includes at least:

- (1) Health and psychiatric histories;
- (2) Psycho-social skills;
- (3) Social support skills;
- (4) Current psychological, educational, vocational, and other functional limitations;
- (5) Medical needs, as reported; and
- (6) Meal planning, shopping, and budgeting skills."

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- (2) Any needs appraisal or individual program plan completed by a placement agency or consultant.
- (3) A written treatment/rehabilitation plan as required by California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Section 532.2(c).

81068.2 NEEDS AND SERVICES PLAN
(Continued)**81068.2**

HANDBOOK BEGINS HERE

- (A) Title 9, California Code of Regulations, Section 532.2(c) provides:

The program and client shall together develop a written treatment/rehabilitation plan specifying goals and objectives and the staff and client's responsibilities for their achievement. Clients shall be involved in an ongoing review of progress towards reaching established goals and be involved in the planning and evaluation of their treatment goals. The plan shall contain at least the following elements:

- (1) Statement of specific treatment needs and goals.
- (2) Description of specific services to address identified treatment needs.
- (3) Documentation of reviews by staff and client of the treatment/rehabilitation plan adhering to the following schedule:
 - (A) Short-Term Crisis Residential Treatment Program: at least weekly.
 - (B) Transitional Residential Treatment Program: at least once every 30 days.
 - (C) Long-Term Residential Treatment Program: at least once every 60 days.
- (4) Anticipated length of stay needed to accomplish identified goals, and methods to evaluate the achievement of these goals.

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- (4) If the client has a restricted health condition, as specified in Section 80092, a written Restricted Health Condition Care Plan as specified in Section 80092.2.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501, 1502(a)(7), and 1507, Health and Safety Code.

81068.3 MODIFICATIONS TO NEEDS AND SERVICES PLAN**81068.3**

- (a) The program director or an experienced staff person who has been trained in the development and modification of a needs and services plan shall, with the client's participation, update the needs and services plan specified in Section 81068.2.
- (b) The program director or staff person specified in (a) above shall, with the client's participation, review the treatment/rehabilitation plan according to the schedule set forth in California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Section 532.2(c)(3).

HANDBOOK BEGINS HERE

- (1) California Code of Regulations, Title 9, Subchapter 3, Article 3.5, Section 532.2(c)(3) provides in part:

Reviews by staff and client of the treatment/ rehabilitation plan adhering to the following schedule:

Short-Term Crisis Residential Treatment Program: at least weekly.

Transitional Residential Treatment Program: at least once every 30 days.

Long-Term Residential Treatment Program: at least once every 60 days.

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- (c) The program director shall ensure that the updated needs and services plan includes documentation of all changes in the client's physical, mental, emotional, and social functioning.
 - (1) The program director shall ensure that all changes are considered when modifying the needs and services plan.
 - (2) The program director shall ensure that all changes are brought to the attention of the client's physician, mental health professional, or authorized representative, if any.
- (d) If modifications to the plan identify an individual client need which is not being met by the program of services, the following requirements shall apply:
 - (1) The program director shall secure consultation from a dietitian, physician, social worker, psychologist, or other consultant as necessary to assist in determining if such needs can be met by the facility within the facility's program of services.

81068.3	MODIFICATIONS TO NEEDS AND SERVICES PLAN	81068.3
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(Continued)

- (2) If it is determined that the needs can be met, the program director, in conjunction with the consultant, shall develop and maintain in the facility a written services plan which shall include the following:
 - (A) Objectives, within a time frame, which relate to the client's problems and/or needs;
 - (B) Plans for meeting the objectives;
 - (C) Identification of any individuals or agencies responsible for implementing and evaluating each part of the plan; and
 - (D) Method of evaluating progress.
- (3) If it is determined that the needs cannot be met, the licensee shall bring this fact to the attention of the client and/or his/her authorized representative or mental health professional, if any, and request that the client relocate.
 - (A) If the client refuses to relocate, the licensee shall be permitted to evict the client in accordance with Section 81068.5.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81068.4	ACCEPTANCE AND RETENTION LIMITATIONS	81068.4
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- (a) The licensee shall not accept or retain the following:
 - (1) Persons with prohibited health conditions specified in Section 80091.
 - (2) Persons who require inpatient care in a health facility.
 - (3) Persons who have needs which are in conflict with other clients or the program of services offered.
 - (4) Persons who require more care and supervision than is provided by the facility.
- (b) A client's length of stay shall not exceed 18 months.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501, 1507, and 1502(a)(7), Health and Safety Code.

81068.5 EVICTION PROCEDURES**81068.5**

- (a) The licensee shall be permitted to evict a client with 30 days' written notice for any of the following reasons:
- (1) Nonpayment of the rate for basic services within ten days of the due date.
 - (2) Failure of the client to comply with the provisions of the Admission Agreement.
 - (3) Failure of the client to participate in the services and activities specified in the treatment/rehabilitation plan to the extent of his/her ability.
 - (4) A needs and services plan modification has been performed, as specified in Section 81068.3, which determined that the client's needs cannot be met by the facility and the client has been given an opportunity to relocate as specified in Section 81068.3(d)(3).
 - (5) The program or facility type has changed and the client is no longer compatible with the population to be served.
- (b) The licensee shall be permitted to evict a client with three days' prior written notice if the client has engaged in behavior since being admitted to the facility which is a threat to the mental health or physical safety of the client or other clients and the following requirement is met:
- (1) The licensee has received prior written and/or has documented telephone approval for the notice of eviction from the licensing agency.
 - (A) The licensing agency shall approve or deny the request within two working days of receipt.
- (c) The licensee shall set forth in the notice the reasons for the eviction, with specific facts including the date, place, witnesses, and circumstances.
- (d) The licensee shall, upon providing the client with notification of eviction as specified in (a) or (b) above, mail a copy of the eviction notice to the client's mental health professional and/or authorized representative, if any.
- (e) The licensee shall send to the licensing agency a copy of the 30-day written notice in accordance with (a) above within five days of giving the notice to the client.
- (f) Nothing in this section is intended to preclude the licensee or client from invoking other remedies when eviction

Note: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81069	CLIENT MEDICAL ASSESSMENTS	81069
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- (a) Notwithstanding Section 80069(a), the licensee must obtain a medical assessment prior to or within 3 days following acceptance of a client into a short-term crisis program.
- (1) Assessments completed by a referring medical or mental health agency may be accepted by the facility; however, the licensee must ensure all information required in Section 80069(b) is either contained in the assessment or is obtained by the licensee within three days following acceptance of a client.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81070	CLIENT RECORDS	81070
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- (a) In addition to Section 80070, the following shall apply.
- (b) Each client record shall contain the following information:
- (1) Last known address.
- (2) Religious preference, and name and address of clergyman or religious advisor, if any.
- (3) Needs and services plan and any modifications thereto, as specified in Sections 81068.2 and 81068.3.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

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81072 PERSONAL RIGHTS**81072**

- (a) In addition to Section 80072, the following shall apply:
- (b) The licensee shall insure that each client is accorded the following personal rights:
- (1) To visit the facility with his/her relatives, mental health professional or authorized representative prior to admission.
 - (2) To have the facility inform his/her relative, mental health professional, or authorized representative, if any, of activities related to his/her care and supervision, including but not limited to notification of any modifications to the needs and services plan.
 - (A) This may only be done with prior written permission from the client.
 - (3) To have communications to the facility from his/her relatives, mental health professional, or authorized representative answered promptly and completely.
 - (4) To have visitors, including advocacy representatives, visit privately during waking hours, provided that such visitations do not infringe upon the rights of other clients.
 - (5) To wear his/her own clothes.
 - (6) To possess and use his/her own personal items, including his/her own toilet articles.
 - (7) To possess and control his/her own cash resources.
 - (8) To have access to individual storage space for his/her private use.
 - (9) To have access to telephones in order to make and receive confidential calls, provided that such calls do not infringe upon the rights of other clients and do not restrict availability of the telephone during emergencies.
 - (A) The licensee shall be permitted to require reimbursement from the client or his/her authorized representative for long distance calls.
 - (B) The licensee shall be permitted to prohibit the making of long distance calls upon documentation that requested reimbursement for previous calls has not been received.
 - (10) To mail and receive unopened correspondence.
 - (11) To receive assistance in exercising the right to vote.
 - (12) To move from the facility.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81075	HEALTH-RELATED SERVICES	81075
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- (a) In addition to Section 80075, the following shall apply:
- (b) The facility administrator shall ensure the development and implementation of a plan which insures assistance is provided to the clients in meeting their medical and dental needs.
- (c) The facility administrator shall ensure the isolation of a client suspected of having a contagious or infectious disease and shall ensure that a physician is contacted to determine suitability of the client's retention in the facility.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81076	FOOD SERVICE	81076
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- (a) In addition to Section 80076, the following shall apply:
- (b) The following requirements shall be met when serving food:
 - (1) Meals served on the premises shall be served in one or more dining rooms or similar areas in which the furniture, fixtures, and equipment necessary for meal service are provided.
 - (A) Such dining areas shall be located near the kitchen so that food may be served quickly and easily.
 - (2) Tray service shall be provided in case of emergency need.
- (c) The licensee shall meet the following storage requirements:
 - (1) Supplies of staple nonperishable foods for a minimum of one week and fresh perishable foods for a minimum of two days shall be maintained on the premises.

81076	FOOD SERVICE (Continued)	81076
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- (2) Freezers shall be large enough to accommodate required perishables and shall be maintained at a temperature of zero degrees F (-17.7 degrees C).
- (3) Refrigerators shall be large enough to accommodate required perishables and shall maintain a maximum temperature of 45 degrees F (7.2 degrees C).
- (4) Freezers and refrigerators shall be kept clean, and food storage shall permit the air circulation necessary to maintain the temperature specified in (2) and (3) above.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81078	RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION	81078
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- (a) Notwithstanding Section 80078, the following shall apply:
 - (1) The licensee shall arrange for and/or provide those services identified in the client's needs and services plan as necessary to meet the client's needs.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81079	ACTIVITIES	81079
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- (a) The licensee shall ensure that planned recreational activities, which include the following, are provided for the clients:
 - (1) Activities that require group interaction.
 - (2) Physical activities including but not limited to games, sports, and exercises.
- (b) Each client who is capable shall be given the opportunity to participate in the planning, preparation, conduct, clean-up and critique of the activities.

81079 ACTIVITIES (Continued)**81079**

- (c) The licensee shall ensure that clients are encouraged to participate in and shall make available community activities including but not limited to the following:
 - (1) Worship services and activities of the client's choice.
 - (2) Community service activities.
 - (3) Community events including but not limited to concerts, tours, dances, plays and celebrations of special events.
 - (4) Self-help organizations.
 - (5) Senior citizen groups, sports leagues, and service clubs.
- (d) Notices of planned activities shall be posted in a central location readily accessible to clients, relatives, and representatives of placement and referral agencies.
- (e) Activities shall be encouraged through provision of the space, equipment, and supplies specified in Sections 81087.2, 81087.3 and 81088(f).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81080 RESIDENT COUNCILS**81080**

- (a) Each facility, at the request of a majority of its residents, shall assist its residents in establishing and maintaining a resident-oriented facility council.
 - (1) The licensee shall provide space for, and post notice of, meetings, and shall provide assistance in attending council meetings for those residents who request it.
 - (A) If residents are unable to read the posted notice because of physical or functional disabilities, the licensee shall notify the residents in a manner appropriate to that disability including but not limited to verbal announcements.
 - (2) The licensee shall document notice of meetings, meeting times, and recommendations from council meetings.

81080 RESIDENT COUNCILS (Continued)**81080**

- (3) In order to permit a free exchange of ideas, at least part of each meeting shall be conducted without the presence of any facility personnel.
- (4) Residents shall be encouraged, but shall not be compelled to attend council meetings.
- (b) The licensee shall ensure that in providing for resident councils the requirements of the Health and Safety Code Section 1520.2 are observed.

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- (1) Health and Safety Code Section 1520.2 reads in pertinent part:
 - "(a) ... The council shall be composed of residents of the facility and may include family members of residents of the facility. The council may, among other things, make recommendations to facility administrators to improve the quality of daily living in the facility and may negotiate to protect residents' rights with facility administrators.
 - (b) A violation of subdivision (a) shall not be subject to the provisions of Section 1540 (misdemeanors) but shall be subject to the provisions of Section 1534 (civil penalties) and any other provisions of this chapter.
 - (c) This section shall not apply to a community care facility ...licensed to provide care for six (6) or fewer individuals."

HANDBOOK ENDS HERE

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501, 1502(a)(7) and 1520.2 Health and Safety Code.

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Article 7. PHYSICAL ENVIRONMENT**81087 BUILDINGS AND GROUNDS****81087**

- (a) In addition to Section 80087, the following shall apply.
- (b) Bedrooms must meet, at a minimum, the following requirements:
 - (1) No more than two clients shall sleep in a bedroom unless the program justifies a group living arrangement of more than two persons to a room and such arrangement is approved in writing by the licensing agency.
 - (2) Bedrooms must be large enough to allow for easy passage and comfortable use of any required client assistive devices including but not limited to wheel chairs, walkers, or oxygen equipment, between beds and other items of furniture specified in Section 81088(c).
 - (3) No room commonly used for other purposes shall be used as a bedroom for any person.
 - (4) No client bedroom shall be used as a public or general passageway to another room, bath, or toilet.
- (c) Stairways, inclines, ramps, open porches, and areas of potential hazard to clients whose balance or eyesight is poor shall not be used by clients unless such areas are well lighted and equipped with sturdy hand railings.
- (d) Facilities shall meet the following requirements in laundry areas:
 - (1) Space and equipment for washing, ironing and mending of personal clothing.
 - (2) Space used for soiled linen and clothing shall be separated from the clean linen and clothing storage and handling area.
- (e) There shall be space available in the facility to serve as an office for business, administration, and admission activities.
- (f) The licensee shall have the authority to use a centralized service facility to provide laundry or food service to two or more licensed facilities if the use of the centralized facility does not result in a violation of California Code of Regulations, Title 22, Division 6, Chapter 1, Section 80076 or Chapter 2, Section 81088 and the licensing agency has issued prior written approval.

81087 BUILDINGS AND GROUNDS (Continued)**81087**

- (g) Notwithstanding Section 80087(h) firearms, weapons, and ammunition are not permitted in the facility or on the facility property.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81087.2 OUTDOOR ACTIVITY SPACE**81087.2**

- (a) The licensee shall ensure that outdoor activity areas are provided, are easily accessible to clients and protected from traffic.
- (b) The licensee shall ensure that the outdoor activity areas are shaded, comfortable, and furnished for outdoor use.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81087.3 INDOOR ACTIVITY SPACE**81087.3**

- (a) As a condition of licensure, there shall be common rooms, including a living room, dining room, den or other recreation/activity room, which provide the necessary space and/or separation to promote activity programs within the facility and to prevent such activities from interfering with other functions.
- (1) At least one such room shall be available to clients for relaxation and visitation with friends and/or relatives.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.

81088 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES**81088**

- (a) In addition to Section 80088, as a condition of licensure, the following shall apply.
- (b) Toilet, washbasin, and bath and shower fixtures shall at a minimum meet the following requirements:
 - (1) At least one toilet and washbasin shall be maintained for each six persons residing in the facility.
 - (2) At least one bathtub or shower shall be maintained for each six persons residing in the facility.
 - (3) Toilets and bathrooms shall be located near client bedrooms.
 - (4) Individual privacy shall be provided in all toilet, bath, and shower areas.
 - (5) The lock on bathroom doors shall allow for quick and easy opening from the outside.
- (c) The licensee shall ensure provision to each client of the following furniture, equipment and supplies necessary for personal care and maintenance of personal hygiene.
 - (1) An individual bed, except that couples shall be allowed to share one double or larger size bed, maintained in good repair, and equipped with good bed springs, a clean mattress, and pillow(s).
 - (A) Fillings and covers for mattresses and pillows shall be flame retardant.
 - (B) No social rehabilitation facility shall have more beds for client use than required for the maximum capacity approved by the licensing agency.
 - (2) In addition to Subsection (c)(1) above, each client shall have a chair, a night stand, and a lamp or lights necessary for reading.
 - (A) Two clients sharing a bedroom shall be permitted to share one night stand.

81088 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES
(Continued)**81088**

- (3) Permanent or portable closets and drawer space in each bedroom to accommodate the client's clothing and personal belongings.
 - (A) A minimum of two drawers or eight cubic feet (.2664 cubic meters) of drawer space, whichever is greater, shall be provided for each client.
- (4) Clean linen in good repair, including lightweight, warm blankets and bedspreads; top and bottom bed sheets; pillow cases; mattress pads; rubber or plastic sheeting, when necessary; and bath towels, hand towels, and washcloths.
 - (A) The quantity of linen provided shall permit changing the linen at least once each week or more often when necessary to ensure that clean linen is in use by clients at all times.
 - (B) The use of common towels and washcloths shall be prohibited.
- (5) Feminine napkins, nonmedicated soap, toilet paper, toothbrush, toothpaste, and comb.
- (d) If the facility maintains its own laundry equipment, necessary supplies shall be available and equipment shall be maintained in good repair.
 - (1) If the washing machine and/or dryer is coin operated, clients shall be provided with coins or tokens and laundry supplies.
 - (A) Coins and laundry supplies shall be provided to clients when public laundry equipment is used.
 - (B) The licensee shall be permitted to designate a safe location or locations, and/or times in which clients shall be permitted to iron.
- (e) Emergency lighting, which shall include at a minimum working flashlights or other battery-powered lighting, shall be maintained and readily available in areas accessible to clients and staff.
 - (1) An open-flame type of light shall not be used.
 - (2) Night lights shall be maintained in hallways and passages to nonprivate bathrooms.
- (f) The licensee shall provide and maintain the equipment and supplies necessary to meet the requirements of the planned activity program.

81088	FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES	81088
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(Continued)

- (1) Such supplies shall include but not be limited to daily newspapers, current magazines and a variety of reading materials.
- (2) Special equipment and supplies necessary to accommodate physically handicapped persons or other persons with special needs shall be provided to meet the needs of handicapped clients.
- (3) When not in use, recreational equipment and supplies shall be stored where they do not create a hazard to clients.
- (g) All social rehabilitation facilities, except facilities with sprinkling systems, shall have an approved, commercially manufactured and battery operated smoke detector installed in the hallway(s) in each sleeping area in the home. The smoke detectors shall be audible in each bedroom or sleeping room.
- (h) Facilities shall meet the following signal system requirements:
 - (1) Any facility certified as a Short-Term Crisis Residential Program and/or a Long-Term Residential Treatment Program with a licensed capacity of 15 or more clients, or having separate floors or separate buildings without full-time staff present on each floor or in each separate building when clients are present, shall have a signal system or shall have facility staff visually check on all clients no less than on an hourly basis.
 - (2) If a signal system is used, it shall meet the following requirements.
 - (A) Operation from each client's sleeping unit.
 - (B) Transmission of a visual and/or auditory signal to a central location, or production of an auditory signal at the client's living unit which is loud enough to summon staff.
 - (C) Identification of the specific client's sleeping unit from which the signal originates.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 5453 and 5458, Welfare and Institutions Code; Sections 1501 and 1502(a)(7), Health and Safety Code.